Access User ID

To access your user ID, complete the following steps:

1. From the FMS Single Sign On page, click on the **Forgot your User ID?** link. The *Treasury Self Service* page appears.

2. Enter the words you seen in the image in the text box and click **Next**.

   > **Application Tip**
   >
   > Click **New Image** to receive a new image of the text and enter them in the text box. Click **Audio Test** to hear a set of words and enter them in the text box. Click **Help** to receive detailed instructions.

3. Enter your email address and click **Next**. A confirmation page appears showing your request for your User ID has been completed.

   > **Application Tip**
   >
   > Additional button on the page that helps you perform other tasks:
   > - Click **Cancel** to return to the Single Sign On page. No data will be saved.